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ONTARIO DEPARTMENT OF EDUCATION

NON-CIRCULATING

Recommendations and Information for Secondary School Organization leading to Certificates and Diplomas 1968-69

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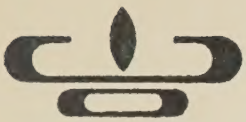

ONTARIO DEPARTMENT OF EDUCATION

Recommendations and Information for Secondary School Organization leading to Certificates and Diplomas 1968-69

Grades 9, 10, 11, 12 and 13 of the Secondary Schools

Grades 9 and 10 of the Elementary Schools

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Contents

PROGRAMS OF STUDY 1

Suggestions and Recommendations 2

General Information 5

FIVE-YEAR PROGRAM

Arts and Science Branch 7

Business and Commerce Branch 11

Science, Technology, and Trades Branch 15

Grade 13 19

FOUR-YEAR PROGRAM

Arts and Science Branch 21

Business and Commerce Branch 27

Science, Technology, and Trades Branch 33

TWO-YEAR PROGRAM 45

SPECIAL EDUCATION IN THE SECONDARY SCHOOLS 47

The Occupational Program 47

STUDENT PROGRESS 51

INFORMATION REGARDING DIPLOMAS AND CERTIFICATES 53

SUPPLEMENTARY INFORMATION 63

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Programs of Study

The programs of study described permit, subject to limitations of accommodation, enrolment, and teaching staff, the provision of courses that offer a good general education and are adapted to the requirements of pupils having varied interests, abilities, career plans, and educational objectives. In organizing his school under the programs of study, the principal should endeavour to make as fully as is practicable those arrangements which will permit pupils to enrol in courses suited to their special aptitudes and interests.

The development of the full potential capacity of each pupil by the promotion of interested, sustained effort throughout the full program of study in which he is enrolled must be a basic consideration in planning the organization of the school.

The value of careful and judicious counselling of pupils with regard to the Branch, Program, and optional subjects to be selected must be emphasized.

It is desirable that the school timetables (a) provide flexibility in the choice of optional subjects available in each Branch or Program, and (b) permit the transfer of pupils within reasonable limits from one program to another within a Branch.

With minor exceptions noted hereafter, the obligatory and optional subjects are the same in Grade 9 for each of the three Branches leading, respectively, to the type of career indicated by the name of the Branch. The Grade 13 course in the Five-Year program of each Branch is the same with regard to subjects of study, standards, and the diploma awarded.

Note—French-speaking pupils may study français instead of French for English-speaking pupils in all grades of the Programs of each Branch. The time for the teaching of français to French-speaking pupils may, where practicable in view of the requirements of other subjects, be increased to the point where the number of teaching periods allotted is approximately the same as for English.

Suggestions and Recommendations For the Programs in all Branches

1. The Programs of Study

In order that the programs of study may best serve the needs of the large numbers of pupils for whom they are respectively designed, teaching staffs should become clearly aware of the principles that underlie the planning of the respective courses and endeavour to apply these principles in the classrooms. The Four-Year Program in each Branch, for example, has a highly important educational purpose for a large group of pupils of good general ability who will share usefully in the responsibilities of adult citizenship. This Program, therefore, is not to be regarded as of lower status than the Five-Year Program or as a means of ensuring a high level of successful achievement in the latter. The more definite grouping of pupils according to their aptitudes and career plans which may be arranged where the several programs are available will facilitate the instruction of each pupil to the full extent of his ability and willingness to achieve.

2. Organization

(a) **All time allotments are shown in terms of a 45-period week since this organization is commonly used. A principal is free, however, to adopt any reasonable modification, and one who is planning to organize his school on the basis of a personal timetable for each student may make the alterations necessary to schedule subjects in units of five periods or suitable modules. In these circumstances, he should endeavour to keep the total time allotted to a subject, from Grade 9 through Grade 12, approximately as suggested for the 45-period week. He should also ensure that adjustments are made to the courses to reconcile content and time allotment.**

(b) For obvious reasons, the principal, in assigning teaching duties, should give consideration not only to the number of different classes, but also to the number of grade levels and Branches with which the teacher will be concerned.

(c) It is understood that assembly periods will be arranged equitably with regard to teaching time for the subjects.

3. Options

(a) Careful consideration should be given before providing courses for fewer pupils than is economically sound.

(b) A new optional subject should be offered only if, in addition to a reasonable number of pupils, a teacher well qualified for the work, a proper course of study, and suitable accommodation and equipment (including text-books) are available.

(c) Pupils of the Business and Commerce and of the Science, Technology, and Trades Branches must be given priority in the assignment to classes of vocational accommodation in the school.

4. Library

In view of the vital part that library resources must play in the implementation of new curricula, and in the educational development of students generally, it is essential that all students be given the opportunity to profit from the rich experience to be derived from teaching and research in the library both during class periods and at other times of the day.

To afford students every opportunity for use, the library should be open for service continuously from 8:30 a.m., through the lunch periods, until one hour after the end of classes at least. If desired by students and teachers, and if staff is available, the library may be opened in the evenings and on Saturday for library service and for study.

The library should be available for use by class groups, by seminar groups and by individual students, as much as possible during class hours. It should not be a home classroom, and principals should avoid scheduling the library as a subject classroom. It should be a free-use area during activity periods.

A Grade 9 library program, conducted by a trained school librarian, is essential for all first-year students. While this program serves to introduce these students to the materials, the organization, and the services of the library, it should emphasize reading, experience with subject resources, and instruction in research techniques in support of the particular subject program of the Grade 9 classes.

For the best program each Grade 9 class of all Branches should have one library period per week or cycle with the trained school librarian in charge of the period. When it is necessary to place a teacher in charge of the library who is untrained in school librarianship, a bi-weekly or monthly visit by Grade 9 classes to exchange books may be sufficient.

The Grade 9 program, however, should not occupy the library to the exclusion of other classes, and of senior students who have time allotted for library research. In large schools of 1,500 and more students, where the library quarters accommodate only one class group, it is advisable to arrange the Grade 9 library period on alternate weeks, or cycles, in order to leave more periods open for subject classes of Grades 10 to 13. Teachers

of these grades in any subject should have the opportunity to arrange periods in the library for their classes, or parts of their classes as required by their subject programs.

Students on spares, particularly Grade 13 students, should be permitted to use the library for research (but not for doing routine homework) during their spare periods.

Classes in the Two-Year and Occupational Program should have a regular library period with emphasis on reading. These periods may be conducted in the classroom if the teacher deems it advisable.

5. Physical Education

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Of the four obligatory periods for the subject in each of Grades 9, 10, 11, 12, three periods will be assigned to an activity program either indoors or outdoors and one period to classroom instruction in Health.

6. Guidance

The provision of adequate guidance services throughout the secondary school program is necessary in order to continue to assist the student with educational and vocational decisions in a complex and changing society. Changes in courses of study and program organization, as well as more flexible scheduling, will demand additional time for guidance.

The responsibility of school guidance personnel includes the counselling of individual students, with time provided in the ratio of one period per week for every fifteen students enrolled.

Group work classes in Guidance should be provided at appropriate times throughout the secondary school program with particular emphasis at the Grade 9 and Grade 12 levels. The total time should be not less than the equivalent of one period per week in Grades 9 and 12 (70 periods). It is suggested that the more effective manner of time-tabling group work is in blocks of time at each grade level. Additional information is available from the Guidance program consultants.

7. Special Education

It is suggested that principals assist their teachers, in accordance with the recommendations of Memorandum 1967-68:32, in understanding the needs of pupils who have special learning disabilities in order that these pupils may derive maximum benefit from the secondary school program.

GENERAL INFORMATION

Pupils who express the desire to secure an education leading to careers in the professions should be counselled to choose one of the Five-Year Programs in Grade 10 if they are successful in Grade 9. Of more immediate concern to them, however, is the choice of Branch on entry to Grade 9. Throughout Grades 9, 10, 11, and 12 of each of the Branches, namely, Arts and Science, Business and Commerce, and Science, Technology, and Trades, 80% of the time in the Five-Year Program will be devoted to subjects which are generally prerequisite for post-secondary education. The Secondary School Graduation Diploma obtained on completion of four years in a Five-Year Program will be designated with the name of the Branch. Irrespective of the Branches in which they are obtained, these Diplomas will have equivalent value and will provide admission to the common courses in Grade 13 leading to the Secondary School Honour Graduation Diploma. This Honour Diploma will not be designated as belonging to any Branch.

Requirements for Admission to Nursing

According to The Nurses Act, 1961-62, as amended, and the Regulations, August, 1967, applicants for admission to professional courses of training in nursing will be required to hold a Secondary School Graduation Diploma (including the Grade 10 Mathematics and the Grades 11 and 12 Science Option: one of Physics or Biology *and* Chemistry), obtained upon the successful completion of four years of a Four-Year or a Five-Year Program in one of the three Branches.

Requirements for Elementary School Teaching

Pupils who wish to become elementary school teachers should be advised to proceed through the Five-Year Program and should be informed that they may do so in any Branch. They should also be advised that Grade 13 English is required for admission to Teachers' College.

Requirements for Admission to a College of Applied Arts and Technology, Ryerson Polytechnical Institute and the Diploma Program of the Lakehead University

Applicants for admission to the above should be advised to consult the admission requirements stated in the calendars of the institutions.

FIVE-YEAR PROGRAM

Arts and Science Branch

The Five-Year Program in this Branch makes provision for pupils of good general ability who desire to proceed to Grade 13 (a) to secure the further education leading to the Secondary School Honour Graduation Diploma, or (b) to qualify for admission to a university course, to Teachers' College, or to other further studies for which the successful completion of work in Grade 13 is required.

A pupil who completes successfully four years of the Five-Year Program in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma endorsed as qualifying him for admission to Grade 13.

A pupil who completes successfully the Grade 11 or the Grade 12 requirements in the Five-Year Program of this Branch may be admitted to a special one-year course in Business and Commercial subjects or Vocational Art. A pupil who has met the minimum requirements for admission stated on Page 37 may enter upon a special one-year course in Technical Subjects.

A pupil who meets the Grade 13 requirements stated elsewhere in this Circular will be awarded a Secondary School Honour Graduation Diploma.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French	5(6)
Group Guidance	1

Optional Subjects—Any one or two of

Art	5(4)
Music	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Agriculture—Environmental Science	5(4)
Typewriting	5(4)

Note 1—If in any class only one option is provided, additional teaching time should be assigned to obligatory subjects.

Note 2—The division of time between obligatory subjects and the optional subjects (two options) in Grade 9 should be approximately 80% and 20%.

Note 3—Although the study of Latin may begin in Grade 9 it is preferable to introduce it at the Grade 10 level. In schools where Latin is taught in Grade 9, provision must be made for pupils who transfer to commence it in Grade 10.

Note 4—The assignment of double option time is not permitted in Grade 9 classes of this Branch.

Grade 10

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4

B. Optional Subjects—Any two of

Mathematics	5(6)
Science	5(6)
A language (French, Latin, Greek, German, Spanish, Italian, Russian)	6(5)

C. Any two or more of

Optional Subjects not chosen above	5(4)
Art	5(4)
Music	5(4)
Industrial Arts or Technical Subjects	5(4)

Home Economics	5(4)
Agriculture—Environmental Science	5(4)
Bookkeeping, Data Processing or Typewriting	5(4)
An additional language	5
One Optional Subject from the Four-Year Arts and Science Program	5(4)

Note 1—A pupil may be permitted to enter upon the study of Commercial Work, Industrial Arts or Technical Subjects, Home Economics, Art, Music, or Agriculture—Environmental Science as an option in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

Note 2—A pupil who plans to take the Grade 13 course in Biology should include Science among his optional subjects in Grades 11 and 12.

Note 3—Principals should ensure that pupils and parents are advised with respect to the subjects required for admission to the post-secondary institution of their choice.

Grades 11 and 12

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
Physical Education	4

B. Optional Subjects—Any four of

History (World History, Part I; World History, Part II)	5
Geography (Geography, Part I; Geography, Part II), Mathematics, Science (Physics; Chemistry), French, Latin, Greek, German, Spanish, Italian, Russian	6(5)

C. One or two of

Optional Subjects not chosen above	5(6)
Business and Commercial Subjects*	5(4)
Industrial Arts or Technical Subjects	5(4)

*Any subject not previously taken for more than one year.

Home Economics	5(4)
Art	5(4)
Music	5(4)
Agriculture—Environmental Science	5
One Optional Subject from the Four-Year Arts and Science Program	5(4)

Note—A principal may offer a program which permits a student to select three options from Group B and two options from Group C. In these circumstances, pupils and their parents should be advised of the possible limitations which the diploma may hold for admission to post-secondary institutions.

FIVE-YEAR PROGRAM

Business and Commerce Branch

The Five-Year Program in this Branch makes provision for pupils of good general ability who will find studies in Business and Commerce of advantage in their future careers and who desire to proceed to Grade 13, (a) to secure the further education leading to the Secondary School Honour Graduation Diploma, or (b) to qualify for admission to a university course, to Teachers' College, or to other further studies for which the successful completion of work in Grade 13 is required.

In this Branch two different fields of specialization are provided. One features the attainment of a high degree of secretarial competence by the end of Grade 12; the other specializes in Accounting and Business Management. Reference should be made to Curriculum RP-31 (1963) for arrangement of the courses and details of their content.

A pupil who completes successfully four years of the Five-Year Program in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma endorsed as qualifying him for admission to Grade 13.

A pupil who completes successfully the Grade 11 or the Grade 12 requirements in the Five-Year Program of this Branch may be admitted to a special one-year course in Business and Commercial Subjects, Vocational Art or Vocational Music. A pupil who has met the minimum requirements for admission stated on Page 37 may enter upon a special one-year course in Technical Subjects.

A pupil who meets the Grade 13 requirements stated elsewhere in this Circular will be awarded a Secondary School Honour Graduation Diploma.

For a pupil enrolled in this Five-Year Program approximately 20% of the instructional time in each of Grades 9, 10, 11, and 12 will be devoted to Business and Commercial subjects.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)

French	5(6)
Commercial Subjects: Business Practice and Typewriting	10(9)
Group Guidance	1

Note 1—The division of time between the non-commercial subjects and the commercial subjects in Grade 9 of this Program should be approximately 80% and 20%.

Note 2—In vocational and composite schools, four or five periods weekly in Art or Music may be provided in Grade 9 by reducing the time allotted to each of four or five subjects by one period per week.

Grade 10

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4
Business and Commercial Subjects (Double Option) (Secretarial: Shorthand and Typewriting; Accountancy: Bookkeeping; Business Machines and Mathematics or Data Processing)	10(9)
B. Optional Subjects—Any two of Mathematics, Science, Latin, French, German, Greek, Spanish, Italian, Russian	5(6)
C. An Optional Subject not chosen above or an Optional Subject from the Four-Year or the Five-Year Arts and Science Program	5

Note 1—The division of time in Grade 10 between the other subjects and Business and Commercial subjects should be approximately 80% and 20%

Grades 11 and 12

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
Physical Education	4
Business and Commercial Subjects (Double Option)	10

B. Optional Subjects—Any four of

History (World History, Part I; World History, Part II)	5
Geography (Geography, Part I; Geography, Part II), Mathematics, Science (Physics; Chemistry), French, Latin, German, Greek, Spanish, Italian, Russian .	6(5)
An Optional Subject from the Four-Year Arts and Science Program	5(4)

Note 1—In Grades 11 and 12 approximately 20% of the time should be devoted to Business and Commercial Subjects.

Note 2—A pupil in the Five-Year Program of this Branch who obtains standing in four options of Grades 11 and 12 and standing equivalent to a single option in Business and Commercial Subjects may be recommended by the principal for a Secondary School Graduation Diploma in the Five-Year Program of the Arts and Science Branch.

Note 3—A principal may offer a program which permits a pupil to select three options from Group B. In these circumstances, students and their parents should be advised of the possible limitations which the diploma may hold for admission to post-secondary institutions.

FIVE-YEAR PROGRAM

Science, Technology, and Trades Branch

The Five-Year Program in this Branch, as in the two other Branches described herein, leads to the Secondary School Honour Graduation Diploma and enables pupils of good general ability to qualify for admission to a university course, to Teachers' College, or to other further studies for which successful completion of work in Grade 13 is required. It provides for pupils who plan upon graduation from secondary school to enter upon work such as indicated by the name of the Branch, an opportunity to study subjects having a special relationship to their future careers.

A pupil who completes successfully four years of the Five-Year Program in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma endorsed as qualifying him for admission to Grade 13.

A pupil who meets the Grade 13 requirements stated elsewhere in this Circular will be awarded a Secondary School Honour Graduation Diploma.

A pupil who completes successfully the Grade 11 or the Grade 12 requirements in the Five-Year Program of this Branch may be admitted to a special one-year course in Business and Commercial subjects or Vocational Art. A pupil who has met the minimum requirements for admission stated on Page 37 may enter upon a special one-year course in Technical Subjects.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French	5(6)
Group Guidance	1
and one of	
Technical Subjects (including Agriculture — Environmental Science) or Home Economics, Vocational Art or Vocational Music	9(10)

Note 1—The division of time between the other subjects listed above and Technical Subjects, Home Economics, Vocational Art or Vocational Music should be approximately 80% and 20%.

Note 2—In vocational and composite schools, four or five periods weekly in Art or Music may be provided in Grade 9 by reducing the time allotted to each of four or five subjects by one period per week.

Grade 10

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4
Technical Subjects, Home Economics, Vocational Art, Vocational Music or Agriculture—Environmental Science, (Double Option)	10(9)
B. Optional Subjects—Any two of	
Mathematics	5(6)
Science	5(6)
One of French, Latin, German, Greek, Spanish, Italian, Russian	5(6)
C. An Optional Subject not chosen above or an Optional Subject from the Four-Year or the Five-Year Arts and Science Program	5(6)

Note 1—The division of time between the other subjects listed above and that assigned to Technical Subjects or Home Economics, Vocational Art or Vocational Music should be approximately 80% and 20%.

Grades 11 and 12

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
Physical Education	4
Any one of	
Technical Subjects, Home Economics, Vocational Art, Vocational Music or Agriculture-Environmental Science, (Double Option)	10(9)

B. Optional Subjects—Any four of

History (World History, Part I; World History, Part II)	5
Geography (Geography, Part I; Geography, Part II), Mathematics, Science (Physics; Chemistry), French, Latin, German, Greek, Spanish, Italian, Russian .	6(5)
An Optional Subject from the Four-Year Arts and Science Program	5(4)

Note 1—As in Grades 9 and 10 of this Branch, approximately 20% of the time is to be devoted to Technical Subjects or Home Economics, Vocational Art or Vocational Music.

Note 2—Pupils who take Home Economics are advised to select Mathematics and Science as optional subjects.

Note 3—A pupil in the Five-Year Program of this Branch who obtains standing in four options of Grades 11 and 12 and standing equivalent to a single option in Technical Subjects, Home Economics, Vocational Art or Vocational Music of these grades may be recommended by the principal for a Secondary School Graduation Diploma in the Five-Year Program of the Arts and Science Branch.

Note 4—A principal may offer a program which permits a student to select three options from Group B. In these circumstances, pupils and their parents should be advised of the possible limitations which the diploma may hold for admission to post-secondary institutions.

TECHNICAL SUBJECTS

Grades 11 and 12

of the Five-Year Program in the Science, Technology, and Trades Branch

Drafting—Architectural
Drafting—Mechanical
Electricity
Electronics
Industrial Chemistry
Industrial Physics
Machine Shop
Building Construction (1 year only)

Note 1—The courses offered shall be technological in nature.

Note 2—In Grade 11, a pupil shall select two from the list of Technical Subjects above. One of these must be continued in Grade 12 and the other completed in Grade 11. Another technical subject must be selected in Grade 12. (See Note 5 for Industrial Chemistry and Industrial Physics.)

Note 3—With the prior approval of the Minister, alternate technical subjects may be taken in schools unable to offer one or more of the technical subjects listed above.

Note 4—For admission to Grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a pupil must have completed successfully the Technical Subjects in Grade 10 of the Five-Year Program. This requirement is not mandatory for pupils selecting Industrial Chemistry or Industrial Physics.

Note 5—Pupils of Industrial Chemistry will have covered much of the fundamental work in Chemistry during their Grade 11 year. Thus the work of the Grade 12 Science option (Chemistry) must be fully integrated with the Industrial Chemistry to avoid needless repetition. All topics in the Grade 12 Science option (Chemistry) must be covered fully. It is not acceptable to group pupils of Industrial Chemistry with other Grade 12 pupils for the Science option (Chemistry).

In Grade 11, it is recommended that the Grade 11 Industrial Chemistry student take the Science option (Physics), 6(5) periods, and Industrial Chemistry 10(9) periods. In Grade 12 the Science option (Chemistry) and Industrial Chemistry shall be combined to give 11(10) periods of Chemistry. The remaining 5(4) periods of Technical subject time shall be assigned to Electronics or to additional Industrial Chemistry.

For Industrial Physics, the following allotment of time is recommended:
Grade 11 — Science Option (Physics) — 6(5) periods and Industrial Physics 10(9) periods, of which 5 are devoted to Electricity/Electronics.
Grade 12 — Science Option (Chemistry) — 6(5) periods and Industrial Physics 10(9) periods.

SUBJECTS OF STUDY

Grade 13

Physical Education (non-credit)
English
History
Geography
Biology
Physics
Chemistry
Latin
French or français
German
Greek
Spanish
Introduction to Analysis (Mathematics A)
Algebra (Mathematics B)
Mathematics of Investment
Italian
Russian
Music
Accountancy Practice or Secretarial Practice
Art
Home Economics

Note 1—For the Secondary School Honour Graduation Diploma requirements see Page 59.

Note 2—Standing obtained in a language may be offered for a maximum of two credits only. Standing in both French and français may not be credited for the purpose of a diploma. For admission to the Sudbury Teachers' College or the University of Ottawa Teachers' College, Grade 13 credits in both français and English are required.

FOUR-YEAR PROGRAM

Arts and Science Branch

The Four-Year Program in this Branch is designed to provide a well-balanced secondary school education, based on sound standards of curriculum and achievement, for those pupils possessing good general ability whose particular interests it will serve better than one of the alternative programs. It may be expected that, after careful consideration and with the benefit of good counselling, pupils will enter upon this program for such reasons as are stated below.

(a) They do not plan to proceed to university or other studies that require standing in Grade 13 subjects, or a Secondary School Graduation Diploma in a Five-Year Program.

(b) They expect to spend only four years in secondary school to obtain a broad general education and to qualify for a Secondary School Graduation Diploma as a record of success in secondary school subjects.

(c) They would benefit from a course in which the emphasis is directed towards those careers in which meeting and dealing with the public play a principal part. Many graduates of this Four-Year Program will seek employment as sales representatives, as demonstrators or receptionists, as reporters, as personnel on the non-technical side of radio and television, or in the field of travel and publicity.

(d) Their plans for employment do not demand specialized training in commercial or technical skills, or their prospective employment will offer on-the-job training for which a broad general education is regarded as suitable preparation.

(e) They recognize, on the basis of their achievement in earlier grades (which may include Grade 9), that the courses in the Four-Year Program are best suited in content and requirements to their particular abilities and are more likely, therefore, to enable them to gain success and satisfaction from their studies.

Pupils who complete successfully the Four-Year Program in this Branch will be awarded a Secondary School Graduation Diploma. Those who gain this standing and desire more specific preparation for employment may be admitted to a special one-year course in Business and Commercial subjects, Technical subjects, Vocational Art or Vocational Music.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English (English Language Arts)	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French*	5(6)
Group Guidance	1

Optional Subjects—Any one or two of

Music	5(4)(3)
Art	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Agriculture—Environmental Science	5(4)
Typewriting	5
or	
Business Practice	5(4)

Note 1—If in any class only one option is provided, additional teaching time should be assigned to obligatory subjects.

Note 2—The division of time between obligatory subjects and optional subjects (two options) in Grade 9 should be approximately 80% and 20%.

*Note 3—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Program only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to any option of Grade 9 (Arts and Science) *or* is distributed among other obligatory subjects.

Note 4—The assignment of double option time is not permitted in Grade 9 classes of this Branch.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English (English Language Arts)	8
History	4
Geography	4
Physical Education	4
Optional Subjects—Any four or five of	
Mathematics	5(6)
Science	5(6)
French	5(6)
Latin	5
Another Language*	5
Agriculture—Environmental Science	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Art	5(4)
Music	5(4)
Bookkeeping or Typewriting	5

Note 1—In classes having fewer than five optional subjects, additional teaching time should be assigned to the subjects studied.

Note 2—A pupil may be permitted to enter upon the study of Industrial Arts or Technical Subjects, Art, Music, Agriculture—Environmental Science or Home Economics as an optional subject in Grades 11 and 12 at the discretion of the principal, although it is recommended that he take a course in a subject which he has successfully completed in Grade 9 or Grade 10, or both of these grades.

Note 3—Optional subjects other than Commercial Subjects, Technical Subjects, Art or Music (if Vocational Art or Vocational Music is offered) may be assigned double teaching time. A pupil may undertake the study of only one double option (to be counted as two options).

Note 4—Pupils in Grade 10 of the Four-Year Program in either of the two other Branches may take an option listed above that is not available in that Branch.

Note 5—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value for pupils in the school district.

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*German, Greek, Spanish, Italian, Russian.

Note 6—A pupil who has demonstrated special aptitude and interest in a subject and who, in the opinion of the principal, would benefit from taking that subject in a class of the Five-Year Program may do so if the timetable permits. This provision applies in Grades 10, 11, and 12 of any Branch.

Grades 11 and 12

A. Obligatory Subjects	Teaching Periods 45-period week
English (English Language Arts)	8
Physical Education	4

B. Optional Subjects—Any five or six of

History (Grade 11)	5
Economics (Grade 12)	5
Mathematics	5(6)
Science	5(6)
Geography	5
One of French, Latin, German, Greek, Spanish, Italian, Russian	5
Agriculture—Environmental Science	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Art	5(4)
Music	5(4)
Business and Commercial Subjects*	5
Man in Society	5
World Politics	5
Modern Literature	5
Theatre Arts	5
Speech Arts	5
Biology	5
Geology	5

Note 1—The optional subjects chosen by a pupil on entering Grade 11 should normally be continued in Grade 12, but with the approval of the principal, a pupil may complete one subject in Grade 11 of this Branch and Program and select another to be completed in Grade 12 in order to constitute an option. A sequence through Grades 11 and 12 must be followed in at least two options.

*Any subject not previously studied for more than one year.

Note 2—Double teaching time may be assigned to one optional subject in these grades other than Business or Commercial Subjects, Technical Subjects, Home Economics, Art or Music (if Vocational Art or Vocational Music is offered). If the study of the course is completed successfully, credit may be given for two options.

Note 3—Either Man in Society or World Politics may be taken in Grade 11 or Grade 12 but both these courses should not be taken concurrently in one of these grades.

Note 4—Pupils in Grades 11 and 12 of the Four-Year Program in either of the two other Branches may take an option listed above that is not available in that Branch.

Note 5—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value for pupils in the school district.

Note 6—For credit in Science in Grades 11 and 12, pupils may take any two of Physics, Chemistry, Biology, Geology.

FOUR-YEAR PROGRAM

Business and Commerce Branch

The Four-Year Program in this Branch provides, for pupils who are specially interested in the study of business and commercial subjects and have the necessary aptitudes, an opportunity to obtain both a good secondary school education in basic subjects and the specialized skills that lead to employment in commerce and industry. Capable pupils may further qualify themselves for employment and advancement in these fields by the study of courses in Data Processing, Business Finance, Business Organization and Management, Marketing and other senior business subjects.

Pupils who meet satisfactorily the requirements of this Four-Year Program will be awarded a Secondary School Graduation Diploma and are also eligible for admission to a special one-year course in Technical Subjects, Vocational Art or Vocational Music.

Reference should be made to Curriculum RP-31 (1963) for information regarding business and commercial subjects that may be taught in the several grades and desirable sequences in the instruction.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French*	5(6)
Group Guidance	1
and	
Business and Commercial Subjects	10(9)

Note 1—The division of time between non-commercial subjects and commercial subjects in Grade 9 of this Branch should be approximately 80% and 20%.

*Note 2—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they

wish to take the Four-Year Program only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to Commercial Subjects or any option of Grade 9 (Arts and Science) *or* is distributed among other obligatory subjects.

Note 3—In vocational and composite schools, four or five periods weekly in Art or Music may be provided in Grade 9 by reducing the time allotted to each of four or five subjects by one period per week.

Grade 10

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4
Business and Commercial Subjects	10

B. Optional Subjects—any three of

Mathematics (Commercial)	5(6)
Science	5(6)
One of French, Latin, German, Greek, Spanish, Italian, Russian	5
Art	5(4)
Music	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Additional time in Business and Commercial Subjects	5(10)

Note 1—The normal allotment of time for Commercial Subjects in Grade 10 is 10 to 15 periods, as indicated above, unless there is a special reason for pupils to choose an alternative option.

Note 2—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value to pupils in the school district.

Note 3—(a) For admission to the study of courses in Grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a pupil must have completed successfully the Business

and Commercial Subjects of Grade 10 of the Four-Year Program of the Branch. It is advisable that the pupil shall also have taken successfully some Commercial Work in Grade 9. (b) A pupil may be permitted to enter upon the study of Art, Music, Science, Industrial Arts, Technical Subjects, or Home Economics in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

Grades 11 and 12

A. Obligatory Subjects	Teaching Periods 45-period week
English Literature	4
English Composition, Business Correspondence and Language Study	4
Physical Education	4
Business and Commercial Subjects (a minimum of four subjects per year)	18(23)
B. Optional Subjects—Any two or three of	
History (Grade 11), Economics (Grade 12)	5
Mathematics (Commercial)	5(6)
Science	5(6)
Geography	5(6)
One of French, Latin, German, Greek, Spanish, Italian, Russian	5
Art	5(4)
Music	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
An optional subject from the Four-Year Arts and Science Program	5
Business and Commercial Subjects not taken above	5

Note 1—In Grades 11 and 12 approximately 50% of the teaching time will be assigned to Business and Commercial Subjects.

Note 2—In schools offering a bilingual Commercial Course the time for Correspondence should be divided between English and français.

Note 3—Any optional subject chosen by a pupil on entering Grade 11 should normally be continued in Grade 12 but with the approval of the principal a pupil may complete one subject in Grade 11 of this Branch and Program and select another to be completed in Grade 12 in order to constitute an option.

Note 4—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value to pupils in the school district.

Note 5—The option in Technical Subjects will provide for certain pupils a useful complement, in view of their future plans, to the more specialized study of commercial subjects.

SPECIAL ONE-YEAR COMMERCIAL COURSE

The Special Commercial Course, designed to fit the graduate for office employment, is an intensive one-year vocational course based upon an adequate general education.

Pupils who have completed satisfactorily Grade 11 or Grade 12 of any approved Five-Year Program, or Grade 12 of a Four-Year Program, are eligible for admission to this course and may receive, upon completing it successfully, the Secondary School Graduation Diploma (Commercial-Special).

Successful completion of the One-Year Special Commercial Course qualifies a pupil for standing in the Commercial Option which may be required to complete the requirements for the Secondary School Graduation Diploma (Arts and Science Branch).

Teaching time is suggested as follows:

Subjects	Periods
Correspondence and Spelling	5
Physical Education	4
Economics and Law	4
Shorthand and Transcription	10
Typewriting and Office Practice	10
Business Machines	3
Business Mathematics	3
Bookkeeping	6

Note 1—If Business Machines is not offered, the three periods suggested should be re-allocated to Typewriting and Office Practice or Business Mathematics.

Note 2—Economics and Law, and also Penmanship and Correspondence, may be taken in consecutive terms.

Note 3—In special circumstances other options not taken previously may be substituted for the 10 periods of Shorthand-Transcription.

FOUR-YEAR PROGRAM

Science, Technology, and Trades Branch

The Four-Year Program in this Branch offers, together with the study each year of basic secondary school subjects, specialized instruction in Technical Subjects, Vocational Art, Vocational Music, Home Economics or Agriculture-Environmental Science, for pupils who have special aptitude in one of these fields and expect to enter employment for which such studies will have direct practical value. Courses in which particular emphasis is placed upon certain aspects of the technical or other specialized field may be taken as indicated below, so far as they can be made available, in order the better to prepare pupils for entry into their prospective vocations.

Pupils who complete this Program satisfactorily will be awarded a Secondary School Graduation Diploma. Those who have obtained this standing may enter upon a special one-year course in Business and Commerce, Technical Subjects, Vocational Art, or Vocational Music.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French*	5(6)
Group Guidance	1
and	
Technical Subjects or Home Economics or Agriculture-Environmental Science or Vocational Art or Vocational Music	10(9)

Note 1—The division of time between general and technical subjects in Grade 9 in this Branch should be approximately 80% and 20%, unless the Program is modified as provided in Note 2.

*Note 2—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Program only and have no intention of

proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to Technical Subjects, Home Economics, Vocational Art, Vocational Music, Agriculture-Environmental Science, or any option of Grade 9 (Arts and Science) *or* is distributed among other obligatory subjects.

Note 3—In vocational and composite schools, four or five periods weekly in Art or Music may be provided in Grade 9 by reducing the time allotted to each of four or five subjects by one period per week.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
Technical Subjects or Home Economics or Vocational Art or Vocational Music	10(11)
Optional Subjects—One of	
Art	5(4)
Music	5(4)
Agriculture-Environmental Science	5(4)
Commercial Subjects	5
One of French, Latin, German, Greek, Spanish, Italian, Russian	5
Further time in *one* of Technical Subjects or Home Economics or Vocational Art or Vocational Music	5(4)

Note 1—The normal allotment of time for Technical Subjects, Home Economics, Vocational Art, Vocational Music, or Agriculture-Environmental Science, in Grade 10 is 14 to 16 periods, as indicated above, unless there is a special reason for pupils to choose an alternative option.

Note 2—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject that is of special interest and value to pupils in the school district.

Note 3—Pupils who take Vocational Art or Vocational Music should not also take the regular option in Grades 10, 11, or 12.

Note 4—(a) For admission to the study of courses in Grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a pupil must have completed successfully the course in one of Technical Subjects or Home Economics, Vocational Art or Vocational Music in Grade 10 of the Four-Year Program of the Branch. It is advisable that the pupil shall also have taken the subject successfully in Grade 9.

(b) A pupil may be permitted to enter upon the study of Art, Music, Agriculture-Environmental Science or Commercial Subjects in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

Grades 11 and 12

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
Physical Education	4
Mathematics	5
Science	5
Technical Subjects, Vocational Art or Vocational Music (For Agriculture, see Page 40) (For Home Economics, see Page 41)	14

B. Optional Subjects—Any two of

History (Grade 11), Economics (Grade 12)	5
Geography	5
One of French, Latin, German, Greek, Spanish, Italian, Russian	5
Art	5(4)
Music	5(4)
Agriculture-Environmental Science	5(4)
Commercial Subjects	5
An optional subject from the Four-Year Arts and Science Program	

Further time in *one* of Technical Subjects or Home Economics, Vocational Art or Vocational Music . . 5(4)

Note 1—A maximum of 19 teaching periods may be devoted to Technical Subjects, Home Economics, Vocational Art or Vocational Music in Grades 11 and 12 if the option in one of these subjects is chosen in addition to the obligatory work. This would normally be the total allotment of time to these subjects unless there is a special reason for choosing an alternative option.

Note 2—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject that is of special interest and value for pupils of the school district.

Note 3—The commercial option will provide for certain pupils a useful complement, in view of their future plans, to the more specialized study of Technical Subjects, Home Economics, or Vocational Art or Vocational Music.

Note 4—The optional subject chosen by a pupil on entering Grade 11 should normally be continued in Grade 12 but with the approval of the principal a pupil may complete one subject in Grade 11 of this Branch and Program and select another to be completed in Grade 12 in order to constitute an option.

Note 5—Mathematics is not an obligatory subject for pupils who take in Grades 11 and 12 the Home Economics Course as described on Pages 41-43 or the Course in Vocational Art or Vocational Music.

LIMITED TECHNICAL PROGRAM

The Limited Technical Program is one in which the first two years of the regular Four-Year Program of the Science, Technology, and Trades Branch are offered in a secondary school.

Subject to the approval of the Minister, a Board may offer the Limited Technical Program provided that the following requirements are met:

(a) a Business and Commerce Program is offered in the same school system to the end of Grade 12;

(b) the school has at least two Industrial Arts Shops;

(c) the equipment is adequate for the program;

(d) arrangements are made for a nearby vocational school to accept recommended pupils from Grade 10 into Grade 11 of the Science, Technology, and Trades Branch;

(e) the school has sufficient enrolment to permit the satisfactory organization of this program.

Special One-Year Technical Course

The purpose of the Special One-Year Technical Course is to give pupils who wish to enter trade and industry, vocational competence in one year of specialized study and training.

Pupils who have completed satisfactorily Grade 11 or Grade 12 of any approved Five-Year Program or Grade 12 of a Four-Year Program are eligible for admission to this course and may receive, upon completing it successfully, the Secondary School Graduation Diploma—Technical-Special.

Subjects of Study	Teaching Periods 45-period week
English Composition	3
Economics	5
Mathematics	5
Technical Subjects or Vocational Art	32

Note—Pupils will specialize in one of the Technical Subjects available and will complete all the work normally studied in that subject in Grades 11 and 12. In addition, pupils must select one or more related technical subjects for which a total of 5 periods per week will be taken from the time allotted to Technical Subjects.

MAJOR AND RELATED TECHNICAL SUBJECTS

Grades 11 and 12

of the Four-Year Program in the Science, Technology, and Trades Branch

—Major Technical Subjects	—Related Subjects
Agriculture	Building Trades, Auto Mechanics, Sheet Metal and Welding, Electricity
Aircraft Mechanics	Drafting, Machine Shop, Electricity, Welding, Industrial Physics
Air Conditioning and Refrigeration	Drafting, Sheet Metal, Electricity
Applied Electricity	Drafting, Electronics, Machine Shop, Carpentry

Applied Electronics	Drafting, Electricity, Machine Shop
Auto Body Repair	Welding, Auto Mechanics, Machine Shop
Auto Mechanics	Electricity, Commercial Work, Machine Shop, Welding, Small Engines, Auto Body Repair, Industrial Physics
Drafting—Architectural	Building Construction, Sheet Metal, Plumbing
Drafting—Electrical	Electricity, Electronics, Industrial Physics
Drafting—Mechanical	Machine Shop, Pattern Making, Welding, Electricity, Industrial Physics
Foundry Practice	Pattern Making, Machine Shop, Drafting
Graphic Arts	Commercial Art, Photography, Drafting
Industrial Chemistry	Drafting, Electricity
Industrial Physics	Air Conditioning and Refrigeration, Drafting, Electronics, Machine Shop, Welding
Machine Shop Practice	Drafting, Welding, Pattern Making, Auto Mechanics, Electricity, Industrial Physics
Power Plant Operating	Drafting, Auto Mechanics, Electricity, Diesel Mechanics
Plumbing	Building Construction, Welding, Sheet Metal, Drafting
Sheet Metal Practice	Drafting, Welding, Machine Shop, Plumbing, Air Conditioning and Refrigeration, Industrial Physics
Welding	Drafting, Machine Shop, Electricity
Woodworking—Building Construction	Architectural Drafting, Sheet Metal, Electricity, Industrial Physics

Woodworking—Cabinet Making and Millwork	Drafting, Sheet Metal, Electricity
Woodworking—Pattern Making and Casting Processes	Drafting, Machine Shop

Note 1—Fourteen teaching periods are to be devoted to the study of the major shop (technical) subject or subjects in a 45-period or a 40-period week, as the case may be, and where, as would normally be done, further time is given to technical subjects in Grades 11 and 12, the additional periods should be assigned to a related technical subject or subjects. Instead of being given to related technical subjects the additional periods may be distributed among English, Mathematics, and Science in these grades.

Note 2—Pupils who take Industrial Chemistry as a special technical subject in Grade 11 will take also in Grade 11 the Physics prescribed as a regular course in the Four-Year Program of this Branch. Similarly, pupils who take Industrial Physics in Grade 11 will take also in Grade 11 the Chemistry prescribed as a regular course in the Four-Year Program of this Branch.

Note 3—The instruction in Industrial Chemistry will be continued in Grade 12 and the time that would have been given to Science in this grade will be added to that given to Industrial Chemistry.

Agriculture—Environmental Science

of the Four-Year Program in the Science, Technology, and Trades Branch

Students are now able to take Agriculture as the major subject in the Four-Year Program of the Science, Technology, and Trades Branch and qualify for a Secondary School Graduation Diploma at the end of Grade 12 with the designation 'Agriculture—Environmental Science'. This Four-Year Program emphasizes technical and business courses useful to a boy who is planning to make the agricultural industry his career. It includes, in an expanded form, the science-based course in Agriculture introduced in 1962.

The Five-Year Program which includes Agriculture as an option will continue to be the preparatory course for the Ontario Agricultural College of the University of Guelph.

Grade 9—Agriculture—Environmental Science . .	5 periods
Technical Subjects	10 periods
Grade 10—Agriculture—Environmental Science . .	5 periods
Technical subjects	10 periods
Grade 11—Agriculture—Environmental Science .	8 periods
Technical subjects	10 periods

Note 1—A student would take 2 shop options such as

Auto Mechanics	5 periods
Building Trades	5 periods

Note 2—The extra periods for the Agriculture—Environmental Science option may be assigned to greenhouse work or additional business or shop work.

Grade 12—Agriculture—Environmental Science .	8 periods
Technical subjects	10 periods

Note: The student may continue with his Auto Mechanics or Building Trades or change to Sheet Metal and Welding (5 periods) and Electricity (5 periods) or any combination of options. Since Agriculture is the major shop it would not be necessary to continue in Grade 12 with the shop option elected in Grade 11.

Home Economics

of the Four-Year Program in the Science, Technology, and Trades Branch

The plan for the organization of the Home Economics courses in the Four-Year Program of the Science, Technology, and Trades Branch is as described below.

SUBJECTS OF STUDY

Grades 9 and 10

Obligatory Subjects

English, History, Geography, Mathematics, Science, Physical Education, Group Guidance (Grade 9 only), and Home Economics.

Optional Subjects

One of Art, Music, Typewriting or Business Practice (Grade 9), Business and Commercial Subjects (Grade 10), French, another language.*

Teaching Periods

(a) Home Economics should be assigned, on the basis of a 45-period and a 40-period week, respectively, 10 or 8 teaching periods in Grade 9, and 11 or 9 teaching periods in Grade 10.

(b) The other obligatory subjects and the optional subjects should be assigned teaching time as indicated in the Four-Year Program for these grades.

Note 1—**Re Mathematics** — Mathematics from either the Arts and Science Branch or the Business and Commerce Branch may be selected.

Note 2—**Re Science** — The Science of the Arts and Science Branch should be given, except in those schools which offer a special course in Science for Home Economics with the approval of the Department of Education.

Grades 11 and 12

Note 1—In Grades 11 and 12, pupils may specialize in one of the following:

(a) Foods and Nutrition, (b) Textiles and Clothing, (c) Home Economics.

*German, Greek, Latin, Spanish, Italian, Russian.

Note 2—In the Foods and Nutrition section, not more than 25% of the time allotted may be in the related field of Textiles and Clothing.

Note 3—In the Clothing and Textiles section, not more than 25% of the time allotted to Home Economics may be in the related field of Foods.

HOME ECONOMICS COURSE

Grade 11

A. Obligatory Subjects	Teaching Periods 45-period week
English	7
Physical Education	4
Art	5
Science	5
Home Economics	14
B. Optional Subjects—Any two of	
Business and Commercial Subjects	5
French	5
History	5
Another Language*	5
Mathematics	5
or	
Further time in Home Economics	5

Grade 12

Obligatory Subjects	Teaching Periods 45-period week
English	7
Physical Education	4
Marketing	5
Home Economics	14
and any two of	
Art	5
Economics	5
Science	5
Optional Subjects—One of	
French	5
Another Language*	5

*German, Greek, Latin, Spanish, Italian, Russian.

Mathematics	5
Art	5
Music	5
Science	5
or	
Further time in Home Economics	5

Note—The organization of this program in Grade 12 may be modified, according to specialized studies as follows:

(a) Foods and Nutrition—Art is not obligatory and may be taken as an option;

(b) Textiles and Clothing—Science is not obligatory and may be taken as an option.

SPECIAL COURSES FOR GIRLS

Grades 11 and 12

of the Four-Year Program in the Science, Technology, and Trades Branch

Cooperative Course for Nursing Assistants

With the approval of the Department of Education and the College of Nurses a school board may offer a two-year course of instruction through Grades 11 and 12 of the Four-Year Program in the Science, Technology, and Trades Branch leading to a Secondary School Graduation Diploma (Nursing Assistant) and to standing for admission to the examinations conducted by the College of Nurses of Ontario for Registration as Nursing Assistants.

Cooperative Courses for Dietary Supervisors, Dental Assistants, and Fashion Arts are also being offered in certain experimental schools with the approval of the Minister and the appropriate sponsoring Associations.

The Two-Year Program

Pupils at least fourteen years of age who have been promoted to a secondary school and who declare, with their parents' concurrence, that they plan to leave school for employment in two years, may take, where it can be made available, a special Two-Year Program in connection with a Four-Year Program in one of the three Branches. The courses will include adapted treatment of fundamental parts of the Four-Year Program in the Branch where it is established. Subjects of immediate practical value in obtaining employment after two years in a secondary school are to receive approximately 40% to 50% of the instructional time and emphasis is to be placed upon the effective study of basic general subjects.

A pupil who has completed the work of either one or two years of a Two-Year Program and has demonstrated superior ability may be transferred to the Four-Year Program of the Branch concerned, subject, if necessary, to repeating all or a portion of a year's work in the latter Program.

Pupils who conform to the requirements of a Two-Year Program and complete the courses successfully may be granted, on the recommendation of the principal, a Certificate of Standing.

The Two-Year Program, where it is found desirable and practicable, should be developed in close relationship to the Four-Year Program of the Branch in which it is offered. It may be organized in the Arts and Science Branch of a school but in a composite school it would ordinarily be provided in one of the other Branches. It will not usually be feasible to establish this program on an economic basis in schools having fewer than 1,000 pupils.

A general plan for the organization of a Two-Year Program is indicated below.

Grades 9 and 10	Teaching Periods 45-period week
English	7(5)
History and Geography	7(5)
Science	4
Mathematics	5(4)
Group Guidance	1
Physical Education	4
Practical Subjects	17(22)

Note—It is recommended that in Grade 10 of the Two-Year Program the higher number of periods indicated be assigned to the practical subjects.

Special Education in the Secondary Schools

Special education programs in secondary schools should provide for students with various needs—those with hearing, vision and physical disabilities, the emotionally disturbed, the perceptually handicapped and the educationally retarded. Language classes may be established for pupils who are newcomers to Canada. Classes for the gifted and occupational programs for students with limited academic ability provide special educational opportunities. Home instruction for the pupil confined to home or hospital by illness is a recognized special education service in the secondary school.

The Occupational Program

The Occupational Program consists of the Occupations Course and the Services Course. The purpose of these courses is to provide adequate education and training which will interest, stimulate and satisfy the needs of pupils who, in the opinion of a properly constituted selection committee, will benefit by a transfer to the Occupational Program in the Secondary School. Recognition must be given, however, to the age of leaving so that no student will complete his course before reaching the legal school leaving age.

The selection committee should consist of the principal of the school in which the student will be enrolled, the school psychologist or the senior guidance counsellor, the principal of the elementary school concerned and the elementary school area superintendent.

Selection procedures should include a recent individual assessment of intelligence, a recent medical report and, wherever possible, an individual psychological appraisal.

The admission or selection committee should consider pupils from senior special education classes, or from regular elementary school grades if they can profit from the instruction offered.

Careful consideration should be given to the enrolment of pupils in the course in order that teachers may deal effectively with the suggested subjects selected. It should also be borne in mind that if the pupils wish to enter an apprenticeship in a designated trade, they must be capable of meeting the educational requirements of that apprenticeship.

Instruction should be assigned to sympathetic teachers of some experience who have studied the courses and the accompanying suggestions carefully and understand the objectives in setting up such classes. Class size should be held to a maximum of 16 pupils. A teacher with elementary school experience and training in special education for slow learners who either holds or is proceeding towards a basic secondary school teaching certificate may be best equipped to undertake the program.

The Occupations Course

SUBJECTS OF STUDY

Language Arts
Social Science
Mathematics
Group Guidance
Physical and Health Education
Practical Work

Note 1—(a) For purposes of this Program the practical work may include Art, Music, Science, or Home Economics.

(b) Practical courses to be offered should be selected following a study of types of employment available in the area for pupils who enrol in this Program, as well as a study of the abilities and needs of the pupils.

Note 2—Teachers of classes in the Occupational Program, or a teacher specially designated for the purpose, should assume a responsibility for assisting pupils to obtain employment when they have completed their courses successfully.

Note 3—Generally speaking, a 50-50 breakdown of academic and practical subjects is considered advisable for this program with the exception of certain individual cases.

The Services Course

Boards are encouraged to build additional occupational shops for pupils admitted from senior opportunity (formerly senior auxiliary) classes or for pupils who would be in such classes if they were available. Most district schools cannot enrol, in the same shops and courses, all pupils transferred from Grade 8 for the Occupational Courses and the pupils from opportunity (senior auxiliary) classes.

If additional space is provided as mentioned above, the principal who has requests for the admission of a sufficient number of opportunity-class pupils may develop, with local consultation, a variety of courses leading

to employment in the community in the non-designated trades and service occupations which integrate academic studies with skill training. The practical subjects may be given more than fifty per cent of the time.

Pupils who have reached their fourteenth birthday by the enrolment date in September may be admitted to the Services Course. After completion of their course, these pupils will be eligible under the provisions of The Schools Administration Act to leave school and take employment.

Student Progress

1. It is suggested that assessment procedures may be varied to meet the requirements of different subject areas and different groups of students. In some subject areas, projects, essays and class tests may be stressed while in other fields, such as technical and scientific subjects, greater emphasis may be placed on day to day performance and competence in shop and laboratory work. Most schools have shown an encouraging tendency to decrease undue emphasis on final examinations in favour of student progress during the year. It is considered that, where a student in any grade, from Grade 9 to Grade 13 inclusive, has achieved at least 60 per cent on his year's work in any subject, he may be exempted from writing the final examination in the subject concerned. Standing in each subject secured in this manner on the year's work will be accepted for purposes of the Secondary School Graduation Diploma on the completion of the requirements for Grade 12 or the Secondary School Honour Graduation Diploma on the completion of the requirements for Grade 13.

Any pupil who secures less than 60 per cent on his year's work in any subject in any grade from Grade 9 to Grade 13 inclusive may write the final examination in that subject. While the matter of overall assessment of the student's work to arrive at a final mark rests with the principal and his staff, it is suggested that 50 per cent might be based on term work and 50 per cent on the final examination. A combined final mark of 50 per cent constitutes pass standing in a particular subject.

2. Where a pupil has passed in all required subjects of any grade, he should have freedom of choice with regard to the Branch and Program for his further studies, subject to the approval of the principal and to Paragraph 4 on Page 52, the courses available, and the requirements for diplomas. The advisability of securing approval by the pupil's parents of the choice made will be recognized.

3. (a) A pupil, who has achieved pass standing in each of the subjects of his course with marks that indicate the probability that he will be unable to meet satisfactorily further and more exacting requirements in the higher grades of the Program in which he is enrolled, should consider carefully, assisted by the advice of the principal, the guidance staff of the school, and his parents, whether his interests will be better served by transfer to an alternative program of study.

(b) Where a program of study is undertaken contrary to the advice of the principal, responsibility must be assumed by the pupil concerned and his parents.

4. A pupil who has met the prerequisites for a course in Grade 11 and Grade 12 in a Program offered in a Branch other than that in which he is enrolled in Grade 10 or Grade 11, as the case may be, may transfer, subject to the approval of the principal, to that course. Where the prerequisites have not been met, such transfer may take place, with the approval of the principal, subject to successful completion by the pupil of the work necessary in such subject or subjects as will meet the requirements.

5. (a) A pupil who has failed to gain pass standing will ordinarily not be allowed to repeat a year more than once in a grade of the same Program.

(b) Under special circumstances, with approval of the principal, and by resolution of the Board, a pupil may be allowed to repeat twice the work of a grade.

(c) A pupil who by persistent failure has clearly demonstrated inability to meet the requirements of a program of study may be transferred by the principal to an alternative program from which he may be expected to derive benefit. Only in very special circumstances should such a transfer occur at a time other than the end of the school year.

6. Superior pupils who, having completed the Four-Year Program in any Branch, wish to obtain the diploma which is awarded after successful completion of Grade 12 in the Five-Year Program and admits pupils to Grade 13, may do so by transferring to Grade 12 of that Program and completing successfully the required number of obligatory and optional subjects of the Grade 12 year only. Under these special circumstances, Geography, Part I (Grade 11) may be taken in place of Geography, Part II (Grade 12). Similarly Physics (Grade 11) may be taken in lieu of Chemistry (Grade 12).

In order to devote more time to preparation for the subjects which lead to Grade 13 such pupils may be permitted to offer the Secondary School Graduation Diploma of a Four-Year Program in lieu of one or more of the options from Section C on Page 9. Students who hold a Secondary School Graduation Diploma in the Business and Commerce, or Science, Technology, and Trades Branch may offer the diploma in lieu of the double option required in the Five-Year Program of those Branches.

Information Regarding Diplomas and Certificates

Statement of Standing

The principal of a secondary school shall issue a Statement of Standing on school stationery to a pupil who leaves school and who has completed satisfactorily one of the following:

(1) Grades 9 and 10 of any Four-Year Program
(2) Grades 9 and 10 of any Five-Year Program
(3) Grade 11 of any Four-Year or Five-Year Program

The Statement may be issued at any time during the school year and must show the highest grade satisfactorily completed and any partial year's work which, in the opinion of the principal, is significant.

The area or municipal superintendent, on the recommendation of the principal concerned, shall issue, on his stationery, a Statement of Standing to each pupil who has completed satisfactorily Grades 9 and 10 in an elementary school whether or not the pupil proceeds to a secondary school.

Certificate of Standing

An appropriate Certificate of Standing will be granted, on the recommendation of the principal of the secondary school last attended to a pupil who has completed successfully the requirements of the Two-Year Program in one of the Branches.

Certificate of Training

An appropriate Certificate of Training, which will indicate the particular skill or skills acquired, will be granted on the recommendation of the secondary school principal to a pupil who has completed successfully a specified course or courses in the Occupational Program.

SECONDARY SCHOOL GRADUATION DIPLOMA

A Secondary School Graduation Diploma will be granted at the end of the school year on the recommendation of the principal of the secondary school last attended where the candidate completes the requirements to

(1) a candidate who has completed successfully the Four-Year Program in one of the three Branches; or to

(2) a candidate who has completed successfully four years of the Five-Year Program in one of the three Branches.

(a) The diploma awarded to a candidate who has completed successfully four years of a Five-Year Program will be endorsed as qualifying him for admission to Grade 13.

(b) The diploma will indicate in each case the Branch, the Program followed, and the optional subjects studied.

Note 1—A Secondary School Graduation Diploma, with a designation depending upon the circumstances, may be granted by the principal to a candidate who has successfully completed Grade 11 or Grade 12 of a Five-Year Program in one of the three Branches, or Grade 12 of a Four-Year Program in one of the three Branches followed by the successful completion of a year's work in any Five-Year Program or Four-Year Program of another Branch.

Note 2—A candidate will be recommended by the principal for a Secondary School Graduation Diploma when he has completed successfully a Program of Study in one of the Branches in Grades 11 and 12 with the required number of options, provided that all of the work of Grade 12 has been taken in an Ontario secondary school or an inspected private school.

The provisions with respect to the Secondary School Graduation Diploma place upon the principal concerned the responsibility for ascertaining whether the candidate has completed successfully the work of Grade 11, even if he took that work in another school or obtained standing elsewhere in courses of study which in the opinion of the principal are equal in content to that of the Grade 11 work in the required subjects.

Therefore, it is imperative that a pupil who is changing schools at the end of Grade 11 be provided with a definite statement from his principal indicating the extent of his mastery of the work of Grade 11. Pupils should be warned to retain these statements for presentation to the principal concerned, particularly if they are planning to do part of the work of Grades 11 and 12 as private-study candidates.

Note 3—A Grade 12 student who is accepted for enrolment in the spring in a post-secondary institution, and who is released at the end of the winter term on the recommendation of the secondary school

principal, will not be eligible for a Secondary School Graduation Diploma. He will receive, however, a certificate of standing and a copy of the recommendation for advanced enrolment as supplied by the school principal. In addition the post-secondary institution may issue a certificate at the time of registration indicating that the student has been accepted for admission.

The various types of Secondary School Graduation Diplomas are for both the Five-Year Program and the Four-Year Program, with the Program, Branch, and special subject field noted as listed below.

Arts and Science

Five-Year Program—granted after four years successfully completed with the appropriate options.

Four-Year Program—granted after four years successfully completed with the appropriate options.

Business and Commerce

Five-Year Program—granted after four years successfully completed.
Accountancy (Accounting and Senior Business Options)
Secretarial (Stenography and Office Practice)

Four-Year Program—granted after four years successfully completed.

Bookkeeping	Bookkeeping—Bilingual
Clerical	Clerical—Bilingual
Marketing	Marketing—Bilingual
Stenographic	Stenographic—Bilingual
Data Processing	

Commercial-Special

Special	Special—Bilingual	Special—Clerical
Special—Business Management		Special—Data Processing

Science, Technology, and Trades

Five-Year Program—granted after four years successfully completed.

Art	Electronics
Home Economics	Industrial Chemistry

Drafting—Architectural
Drafting—Mechanical
Electricity
Industrial Physics
Machine Shop Practice

Four-Year Program—granted after four years successfully completed.

Art
Dietary Supervisors
Foods and Nutrition
Home Economics
Textiles and Clothing
Food Preparation and Service
Hairdressing and Beauty Culture
Nursing Assistant
Dental Assistant
Agriculture—Environmental Science
Aircraft Mechanics
Air Conditioning and Refrigeration
Applied Electricity
Applied Electronics
Applied Electricity and Applied Electronics
Auto Body Repair
Auto Mechanics
Industrial and Paper Chemistry
Drafting—Architectural
Drafting—Electrical
Drafting—Mechanical
Fine Instrument Practice
Foundry Practice
Fundamentals of Construction
Graphic Arts (Printing)
Industrial Chemistry
Industrial Physics
Machine Shop Practice
Plastics
Plumbing
Power Plant Operating
Sheet Metal Practice
Welding
Woodworking—Building Construction
Woodworking—Cabinet Making
Woodworking—General
Woodworking—Pattern Making
Special

(Other courses in all Branches as established and approved by the Department.)

PROVISION FOR PRIVATE-SCHOOL CANDIDATES

for the Secondary School Graduation Diploma

Note 1—Where the principal of a private school applies to the Minister to have the area superintendent report upon his school with respect to the standard of instruction and the work of the pupils in the subjects of Grades 11 and 12 of the Arts and Science Branch, the Business and Commerce Branch, or the Science, Technology, and Trades Branch, the Minister will arrange for the inspection.

Note 2—Upon the recommendation of the principal of a private school where the area superintendent has reported the quality of teach-

ing and the work of the pupils as satisfactory, a Secondary School Graduation Diploma of the appropriate Program and Branch will be granted to a candidate who has completed the Program in Grades 11 and 12.

Note 3—Principals of private schools where mature candidates are permitted to complete the courses of Grades 11 and 12 in one year are reminded of the following:

(a) Pupils who are admitted to Grade 11 with the intention of qualifying for the Secondary School Graduation Diploma, and who were below 19 years of age on the previous September 1, should have completed satisfactorily regular courses of study required for full Grade 10 standing. If they have transferred from another secondary school, they should be required to present a signed statement to that effect from the Principal concerned.

(b) Of those pupils who were below 19 years of age on the previous September 1, only those who have failed in one subject, or in very special cases in two subjects, in Grade 11, should be permitted to complete the courses of Grades 11 and 12 in one year.

PROVISION FOR DEPARTMENTAL CORRESPONDENCE COURSES CANDIDATES

for the Secondary School Graduation Diploma

Candidates who obtain the required Grade 12 standing through the Correspondence Courses offered by the Department of Education may be recommended for the Secondary School Graduation Diploma by the Administrator of Correspondence Courses. Refer to the Correspondence Courses booklet, 1968-69.

PROVISION FOR PRIVATE-STUDY CANDIDATES

for the Secondary School Graduation Diploma

Note 1—Where a candidate

(a) has prepared himself by private study for examination in a subject of Grades 11 and 12 of the Five-Year or Four-Year Program in the Arts and Science Branch, or the Business and Commerce Branch, or the Science, Technology, and Trades Branch, and

(b) has obtained at least 50 per cent on tests set at the end of the school year by the principal of a secondary school or of a

private school where the area superintendent has reported the quality of teaching and the work of the pupils as satisfactory, the principal shall give him a statement on the school stationery certifying that he has completed successfully the course of study in Grades 11 and 12 in the subject concerned. The principal shall indicate in which Branch and Program the standing has been obtained.

Note 2—The candidate shall notify the principal as early as possible, but not later than May 1, of his desire to take the tests, and thereupon the principal shall arrange for him to take the tests.

Note 3—Where a private-study candidate notifies the principal of his desire to take tests in any of the subjects leading to a diploma in the Business and Commerce Branch or the Science, Technology, and Trades Branch, the principal shall provide for tests in the practical as well as the written parts of the subjects concerned.

Note 4—Where a private-study candidate has obtained, from one or more principals, evidence that he has completed successfully the Program of Study in Grades 11 and 12 in all the required subjects of one of the Branches, he should present this evidence to the principal of the school where he took the last of the tests. Upon receipt of this evidence, the principal shall recommend the candidate for a Secondary School Graduation Diploma of the appropriate Branch.

Note 5—Except with the permission of his principal, a pupil may not be a private-study candidate at any school in a subject of Grades 11 and 12 that is taught in the day or evening classes of the secondary school or inspected private school he attends during the school year.

Note 6—A principal shall not be required to provide for a private-study candidate any question paper differing in content from the corresponding one prepared for his own pupils.

GRADE 13 TRANSCRIPT OF MARKS

A principal shall, on the last school day of June, issue to each Grade 13 student a transcript of marks in percentage form as the official statement of Grade 13 standing.

SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA

A Secondary School Honour Graduation Diploma will be granted at the end of the school year on the recommendation of the principal of the secondary school at which the candidate has attended the day or evening classes of Grade 13, to a candidate who has obtained Grade 13 standing in at least seven credits, other than Physical Education.

Note 1—History, Physics, Chemistry, Biology, Accountancy Practice **or** Secretarial Practice, †Mathematics of Investment, Music, Geography, Art, and Home Economics will each count as one credit; the languages will each count as two credits; †*a combination of Introduction to Analysis (Mathematics A) and Algebra (Mathematics B) will count as three credits.

(a) Standing obtained in **both** French **and** français will not be counted for the purposes of the Secondary School Honour Graduation Diploma.

(b) *Standing in **either** Introduction to Analysis (Mathematics A) **or** Algebra (Mathematics B) will count as two credits.

†Not more than three credits for Mathematics may be counted towards the Secondary School Honour Graduation Diploma in 1969.

Note 2—Where a candidate holds seven credits from a previous year (1944-1965 inclusive) when eight credits were required, he may qualify for a Secondary School Honour Graduation Diploma by successfully completing one additional subject in 1969.

Note 3—A Grade 13 student who is accepted for enrolment in the spring in a post-secondary institution, and who is released at the end of the winter term on the recommendation of the secondary school principal, will not be eligible for a Secondary School Honour Graduation Diploma. He will receive, however, a certificate of standing and a copy of the recommendation for advanced enrolment as supplied by the school principal. In addition the post-secondary institution may issue a certificate at the time of registration indicating that the student has been accepted for admission.

The provisions with respect to the Secondary School Honour Graduation Diploma place upon the principal the responsibility for ascertaining whether a candidate has completed successfully the requirements for the diploma when standing in a Grade 13 subject was obtained at another school.

PROVISION FOR PRIVATE-SCHOOL CANDIDATES FOR THE SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA

Note 1—Where the principal of a private school applies to the Minister to have the area superintendent report upon his school with respect to the standard of instruction and the work of the pupils in the subjects of Grade 13, the Minister will arrange for the inspection.

Note 2—Upon the recommendation of the principal of a private school where the area superintendent has reported the quality of teaching and the work of the pupils as satisfactory, Grade 13 standing shall be granted to a candidate in the subjects which he has completed successfully and a Secondary School Honour Graduation Diploma shall be granted to a candidate who has completed the requirements.

PROVISION FOR DEPARTMENTAL CORRESPONDENCE COURSES FOR THE SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA

A candidate who obtains the required Grade 13 standing through the Correspondence Courses offered by the Department of Education shall be recommended for the Secondary School Honour Graduation Diploma by the Administrator of Correspondence Courses. Refer to the Correspondence Courses booklet, 1968-69.

PROVISION FOR PRIVATE-STUDY CANDIDATES FOR THE SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA

Note 1—Where a candidate

(a) has prepared himself by private study for examination in a subject of Grade 13, and

(b) has obtained at least 50 per cent on an examination set at the end of the school year by the principal of a secondary school or an inspected private school, where the area superintendent has reported the quality of the teaching and the work of the pupils as satisfactory, the principal shall give him a statement on school stationery certifying that he has obtained standing in the subject concerned.

Note 2—The candidate shall apply to the principal as early as possible, but not later than May 1, to take the examinations and thereupon the principal shall arrange for him to do so, provided that the subject is taught in the school.

Note 3—Where a private-study candidate has obtained from one or more principals, evidence that he has Grade 13 standing in at least seven credits, he should present this evidence to the principal of the school where he took the last of the tests in 1969. Upon receipt of this evidence the principal shall recommend the candidate for the Secondary School Honour Graduation Diploma.

Note 4—Except with the permission of his principal, a pupil may not be a private-study candidate in any school in a subject of Grade 13 that is taught in the day or evening classes of the secondary school or inspected private school he attends during the school year.

Note 5—A principal shall not be required to provide for a private-study candidate any question paper differing in content from the corresponding one prepared for his own pupils.

Note 6—Where a candidate holds seven credits from a previous year (1944-1965 inclusive) when eight credits were required, he may qualify for a Secondary School Honour Graduation Diploma by successfully completing one additional subject in 1969.

PROVISION FOR SUMMER-SCHOOL CANDIDATES

Where a board of education, a collegiate institute board, a high school board or the Minister conducts a summer school of at least six weeks' duration during July and August in subjects of Grades 11, 12 or 13, the principal of the summer school may grant standing in a subject of Grades 11, 12 or 13 to a candidate who

(i) studied the subject in the day classes of a secondary school or of an inspected private school during the previous year;

(ii) did not fail in more than two subjects at the end of the previous year;

(iii) was recommended by his principal for admission to the summer school in not more than two subjects;

(iv) attends regularly the summer school classes; and

(v) obtains a standing of at least 50 per cent in the tests set by the principal of the summer school.

Note 1—The board concerned shall notify the Registrar by May 31 of the subjects in which it intends to operate a summer school for the purpose of granting 12 and/or Grade 13 standing.

Note 2—On or before August 23, the principal of the summer school shall report the standing obtained by a candidate under this section to the principal of the school that the candidate attended during the previous year.

Note 3—Standing in a subject of Grades 11, 12 or 13 that is granted by the principal of a summer school under these provisions shall be accepted by the principal of the school attended by the candidate during the previous school year as if it had been granted upon his report.

Note 4—Where a candidate for a Secondary School Graduation Diploma or a Secondary School Honour Graduation Diploma

(a) failed to complete the requirements for the diploma at the end of the school year; and

(b) through attendance and examination at an approved summer school completed the requirements,

the candidate will, upon the recommendation of the principal, be granted a Secondary School Graduation Diploma of the Arts and Science Branch, the Business and Commerce Branch, or the Science, Technology and Trades Branch, or, if applicable, a Secondary School Honour Graduation Diploma.

Supplementary Information

Grades 11 and 12

Note 1—**Supplemental Tests**

There is no provision for Supplemental Tests at the end of Grades 11, 12 or 13 except as set forth on Page 61 of this Circular.

Note 2—**The Business and Commerce Branch**

The courses of study leading to the Secondary School Graduation Diploma of the Business and Commerce Branch will be found in Curriculum RP-31, Courses of Study, Grades 9, 10, 11, 12 and 13, The Business and Commerce Branch; Curriculum RP-32, Marketing and Retail Merchandising; Curriculum RP-33, Data Processing.

Note 3—**The Science, Technology, and Trades Branch**

The courses of study leading to the Secondary School Graduation Diploma of the Science, Technology, and Trades Branch will be found in Curriculum RP-27, Courses of Study, Grades 9, 10, 11 and 12, The Science, Technology, and Trades Branch, and Curriculum RP-52, Dietary Supervisors; Curriculum RP-53, Nursing Assistants; Curriculum RP-54, Fashion Arts.

Grade 13

Note 1—**Mathematics**

The course in Grade 13 Mathematics, Introduction to Analysis (Mathematics A) and Algebra (Mathematics B) is outlined in Curriculum S.12C.

Note 2—**Chemistry**

The course in Grade 13 Chemistry is outlined in Curriculum S.17E.

Note 3—**Physics**

The course in Grade 13 Physics is outlined in Curriculum S.17C (1967).

Note 4—**Physical Education**

Two periods per week are suggested for this subject.

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